

CITY OF HUNTINGTON BEACH CHIEF INFORMATION OFFICER



Apply by October 26, 2015

Recruitment Services Provided by Ralph Andersen & Associates



Welcome to Surf City USA®

THE COMMUNITY

The City of Huntington Beach is located on the shore of the Pacific Ocean in northwestern Orange County, 40 miles south of Los Angeles and 90 miles north of San Diego. As the fourth largest city in Orange County, with a population near 200,000 residents, Huntington Beach is known as “Surf City” due to its abundance of beaches, sunny, warm Mediterranean climate and casual lifestyle. Huntington Beach covers 28 square miles of land, 26 square miles of water, and is the 24th largest city in California. With nearly 10 miles of uninterrupted beach along the Pacific Ocean, the City also plays host to an annual visitor population of over 11 million people, especially during the summer, special events, and weekends.

The crown jewel of the recreational system is the nearly 10 miles of spacious sandy beach with one of the largest pleasure piers in the world. The City’s park system includes 58 public parks, a dog beach, riding stables and the largest city-owned and operated regional park in Orange County – Huntington Central Park. Also within the City’s boundaries are five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina and a protected wildlife preserve. Running parallel to Pacific Coast Highway and just steps from the ocean is an eight-mile strand perfect for biking, inline skating, jogging, or a leisurely stroll.

The City is centrally located to all major attractions in Orange County including the Disney Resorts, the Orange County Performing Arts Center and Repertory Theater, and the Long Beach Aquarium of the Pacific. The City is home to the International Surfing Museum, Surfing Walk of Fame, Surfing Hall of Fame, Bolsa Chica Ecological Reserve, Huntington Harbour, and the Huntington Beach Art Center. Huntington Beach draws some of the largest crowds in the world to such professional sporting events as the U.S. Open of Surfing, Van’s World Championship of Skateboarding, and AVP Pro Beach Volleyball.

There are 35 elementary schools, five public high schools, and one community college (Golden West College) located within Huntington Beach. The City has a world-class library located

within the 365-acre Central Park as well as four additional branch libraries. In addition, Orange Coast College; the University of California, Irvine; and California State Universities at Long Beach and Fullerton are located in close proximity.

There are over 117,000 households within a five-mile radius of the Huntington Beach Civic Center. The average family household income is \$122,851, ranking one of the highest in the nation based on the top 100 largest cities in the country. The 2012 Median Home Value was \$666,000.

THE CITY GOVERNMENT

Founded in the late 1880s, Huntington Beach was incorporated as a Charter City in 1909. Huntington Beach has a City Council/City Manager form of government. The City Council has seven members who are elected at large, on a non-partisan basis, to four-year overlapping terms. City Council members are limited to two consecutive 4-year terms. The position of Mayor is filled on a rotating basis. There are three elected department heads: the City Attorney, City Clerk, and City Treasurer.

The City of Huntington Beach is organized into 13 major departments including Police, Fire, City Manager, Community Development, Library Services, City Treasurer, City Clerk, City Attorney, Public Works, Finance, Community Services, Human Resources, and Information Services.

The City has approximately 1,400 full and part-time employees and a total budget of approximately \$344 million.

INFORMATION SERVICES DEPARTMENT

The Information Services Department prioritizes, coordinates, and implements technology initiatives that are consistent with the strategic goals and resources of the City. This includes identifying new approaches and emerging technologies that respond to the unique operational needs of City departments and the changing demands for delivery of City services that incorporate



the needs of businesses and residences the City serves. In addition, Information Services provides a comprehensive management information system for all City departments comprised of operationally specific computer applications and manages and maintains the citywide network and server infrastructure. The City's Information Services Department has made significant progress over the past few years on several key initiatives and this recruitment provides the opportunity to establish a vision and plan to ensure that Information Services continues to play a key role in shaping the strategic direction of the organization. The Information Services team is dedicated to providing quality and timely services to the organization, residents, and businesses.

The Information Services Department is comprised of four (4) operational divisions: Infrastructure Systems, Public Safety Systems, Applications and Database Support, and Customer Support. The Department's FY 2015/16 operating budget is approximately \$6.8 million with an allocation of 30 FTE positions.

THE POSITION

Reporting to the City Manager, the Chief Information Officer ("CIO") is the Director of the Information Services Department. The CIO provides professional leadership and is a strategic partner to City departments, directing the planning, assessment, and implementation of information technology citywide. The Chief Information Officer is responsible for the development of the City's overall information systems strategy; coordinating citywide information systems planning; and overseeing the implementation of short- and long-range technology goals including coordinating the City's acquisition of new and replacement hardware, software, and other related cutting-edge technology solutions.

The CIO selects, leads, develops, and mentors the management, professional, technical, and clerical department staff, and works closely with the Executive Team and the City Manager to achieve the City's strategic information systems objectives.

Key responsibilities and challenges of the Chief Information Officer include:

- Champions the creative and innovative use of emerging technology in all City operations; leads the City's efforts to develop effective short- and long-term technology solutions to address ever-changing needs; collaborates with stakeholders to design efficient systems solutions; acts as a visionary leader

in promoting the implementation of contemporary trends in technology;

- Directs the development of citywide and department goals regarding technology acquisition, implementation, system performance, and maintenance; creates specific short- and long-range plans for information services, anticipating future requirements in concert with emerging technological developments; translates technology throughout the organization in a manner that fosters understanding and collaboration;
- Advocates change and educates stakeholders on essential and emerging technological trends; consults with departments to select the technological solution that best resolves user needs within the allocated resources; leads the implementation of complex technology projects; ensures effective delivery of services; aligns citywide strategic goals and objectives with department initiatives; serves as the primary contact with information systems vendors, overseeing the acquisition and administration of complex information systems contracts;
- Conducts studies and analysis and recommends solution-based technology processes; establishes and modifies standards, protocols, procedures, and initiatives designed to improve operational and functional efficiencies; develops system selection, implementation, operation, and maintenance protocols including activity plans, schedules, and resource requirements;
- Designs, plans, and recommends major and minor operational changes within the department including modifications to service delivery systems, functional areas of operation, staffing structure, and succession planning;
- Continuously evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor administrative and support systems;
- Provides vision and creates a "roadmap" for the development of citywide technology over the short- and long-term; and
- Implements the Information Systems Department's strategic plan recommendations.

The CIO is expected to create and foster highly productive work teams within and across departments to ensure projects are timely and successfully implemented. The CIO will be expected to identify best practices for enhancing service delivery and implementing customer focused initiatives while providing fresh new ideas in leading the department.



THE IDEAL CANDIDATE

The City is seeking a Chief Information Officer who will be a visionary with exceptional collaborative leadership skills as well as strong communication and project facilitation skills. A high level of creativity and responsiveness, along with a focus on providing excellent service is critical to this role. As a member of the City management team, a team-oriented style with a commitment to results in promoting the short- and long-term value of technological innovation is essential. The CIO must possess a deep understanding of information technology services and the emerging trends within the field related to public-sector service delivery.

Candidates must have significant career experience and a verifiable record of success and stable work history. Due to the City's size, scope, and complexities, broad management skills and a sophisticated and innovative approach to strategic information technology management operations and planning experience are essential.

The ideal candidate will possess a Bachelor's degree from an accredited college or university in information management, computer science, GIS, or a directly related field; a Master's degree in Public Administration, Business Administration, or related field preferred. Five (5) years of information technology experience at the department director or deputy director equivalent level is required.

In addition, the CIO will have the knowledge, skill, and ability to handle the following essential duties:

- Advance the City's vision for establishing and implementing cutting-edge technological applications in public sector service delivery;
- Facilitate the acquisition and implementation of state of the art computer hardware and software systems based upon current trends in the industry;
- Ensure effectiveness of daily operations and activities; provide management direction by expediting workflow and ensuring achievement of departmental work programs through coordination of assigned staff responsibilities;
- Act as the City representative on major information systems and technology projects;
- Develop, plan, and implement information systems goals and objectives for the City; establish and administer department budget, policies, and procedures;
- Coordinate information technology and systems activities with those of other departments and outside agencies and organizations;
- Conduct research and develop recommendations on citywide work methods, operating policies and procedures, programs, services, and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and communicate with a variety of stakeholders; and
- Negotiate highly complex information systems and technology contracts and provide solutions on a variety of technological, fiscal, and special projects, especially those having significant impact upon the City.

COMPENSATION AND BENEFITS

The annual salary for this position is within an established range **up to \$188,552** and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided, which include:

Retirement

Classic Members: California PERS; 2.5% at 55 miscellaneous benefit formula. Employees contribute 8% of the employee-share.

New Members: California PERS; 2% at 62 miscellaneous benefit formula. Employees contribute 6.25%.

The City does not pay into Social Security.

Insurance: Health (medical/dental/vision), life, and long-term disability insurance provided by City (employees contribute towards health insurance). IRS Section 125 medical and dependent care reimbursement plan (FSA) is available.

Leave: General leave 176 hours per year for the first five (5) years of service - in lieu of sick and vacation; 80 hours of executive leave per calendar year.

Holidays: Ten (10) paid holidays annually.

Auto Allowance: \$500 per month.

Deferred Compensation Plans: 457 and 401(a) plans are available.

THE SELECTION PROCESS

Interested candidates may apply for this career opportunity by submitting a resume and compelling cover letter detailing how their experience matches the City's best interests, and current salary information to: **apply@ralphandersen.com by Monday, October 26, 2015.**

All candidates will be evaluated and only those qualified applicants determined to be "most qualified" will be advanced in the selection process. Ralph Andersen & Associates will determine top tier candidates to present to the Interview Panel (anticipated for mid-to-late November 2015).

Candidates should be aware that a thorough investigation of personal and professional history and background will be performed prior to appointment. This review includes, but is not limited to work, education, military, internal/external investigations, criminal, civil, and financial information. Prior to appointment, the selected candidate must successfully complete a required comprehensive medical examination, which may include drug screening.

This is a highly confidential search process. References will not be contacted until mutual interest has been established to ensure the confidentiality of this process. Confidential inquiries are welcomed and should be directed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

*The City of Huntington Beach is an
Equal Opportunity Employer.*